DOE Foreign Visits & Assignments:
Processing Foreign Nationals Checklist

DOE requirements for processing foreign nationals for visits or assignments differ depending on the individual's citizenship, birth country, or affiliation.

Terrorist-sponsoring (T-4) Country Processing
Prospective employees, participating guests, or subcontractor personnel, who are citizens of, were born in, or are affiliated (employed or sponsored by) any of the terrorist-sponsoring countries require:

☐ Notification to the Foreign Visits and Assignments (FVA) Office (486-7572) as early in the hire or invitation process as possible.

☐ **PRIOR** DOE Secretarial approval is required before these individuals can be badged or granted Laboratory access. This process may take 4-6 months or more.

☐ **NOTE: New policy change for T-4 visitors (Not engaged in work or research):** No DOE approval is required for short-term T-4 visitors who are not badged and are not engaged in work or research. They must have a host and a business need to visit the Lab for tours, meetings, workshops, conferences, job interviews, etc. T-4 visitors are not allowed access to LBNL Property Protection Areas. Contact the FVA Office for additional information.

Sensitive Country Processing
Prospective employees, guests, or subcontract personnel who require access to LBNL for 30 consecutive calendar days or more and who are citizens of, were born in, or are affiliated (employed or sponsored by) any of the sensitive countries require:

☐ One-month advance notification to the Foreign Visits and Assignments (FVA) Office (486-5132) to allow for adequate processing time and LBNL Executive approval.

Non-Sensitive Country Processing
☐ LBNL is not required to document the visits or assignments of individuals from non-sensitive countries unless:

- They require cardkey access to one of the Lab's Property Protection Areas (PPA). If you are responsible for approving or programming access to a PPA, please contact the FVA Office for information on timing and approval requirements.

- They have access to sensitive subjects. Please contact the Lab's Export Control Officer for further details or the FVA Office for timing and approval requirements.

Passport, Visa, and U.S. Citizenship and Immigration Services (USCIS) Information
- All employees or guests of the Laboratory who are not U.S. citizens must provide documentation of their immigrant or non-immigrant status to verify identity and authority to work, i.e., visa, passport, or green card. See table below for the type of documentation required:

Immigrant Status	Work Eligibility	Government-issued Photo ID
Immigrant (Permanent Resident)	Green card	Passport or Driver's License
Non-immigrant (Visa Holder)	Visa and/or one of the following documents: ▪ I-94, I-20, I-797, DS-2019, EAD	Passport

Immigration Documentation
- Division HR staff or guest processors must ensure that appointment end dates do not exceed visa or green card expiration dates for both employees and guests.

- Division guest processors must terminate guest appointments for guests who do not provide current immigration documentation.

Hosting Guidelines
- Hosts must be DOE or LBNL employees; Guests may **not** serve as hosts.

If your host is…	Whom Can He/She Host?
U.S. citizen (including naturalized U.S. citizens)	Terrorist-sponsoring (T-4) Sensitive Non-sensitive
Non-sensitive foreign national	Terrorist-sponsoring (T-4) Sensitive Non-sensitive
Sensitive country foreign national	U.S. citizens Non-sensitive
T-4 country foreign national	No foreign nationals

Lab Access: Visitor vs. Participating Guest
- Short-term (casual) visitors are individuals visiting the Lab for a week (two weeks with permission from the Site Access Manager) who are not engaged in work or research or use of Lab facilities, i.e., attend meetings, workshops, conferences or participate in tours, social events, etc. Visitors are not badged.

- Participating guests are non-Laboratory employees who are engaged in work or research or use Lab facilities, i.e., users, postdoctoral fellows, student guests, contract labor, consultants, etc. Participating guests must be badged and comply with all EH&S training requirements.

- Contact Site Access Manager (x4855) or FVA Office (x7572) for additional information or see RPM 1.06, Site Access for details.